

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					DDS/OTR/EA - 11	
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
Schedule of Encumbrances						
3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL	
	LOGISTICS		SECURITY		OTHER (specify)	
	MEDICAL		<input checked="" type="checkbox"/> FINANCE			
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
2	Monthly				1	
7. FORMAT (memorandum, form computer print-out, etc) Computer Print-out	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
	YES	IF YES GIVE ADP PROCESSING NO.		HMB <input type="text"/> STAT		
	NO					
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
OTR/BF			None			
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED = COST PER YEAR
GS-05	3.60		1		3.60	12 43.20
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						\$43.20
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
<p>To provide data for the recording of property encumbrances in the official accounts of the Agency maintained by the Office of Finance.</p>						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input checked="" type="checkbox"/>	RETAIN AS IS		<input type="checkbox"/> OTHER (explain)		MAN-HOURS	DOLLARS
<input type="checkbox"/>	CHANGE				0	0 STAT
<input type="checkbox"/>	DISCONTINUE					
16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
7 October 1970	Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140114-6 C/OTR/BF					